

Summer 2020

Results and Appeals process

July 2020

Information for Candidates

Results, Appeals and Certificates

Centre assessment grades and rank orders

Arnold Hill Academy has submitted provisional (centre assessment) grades and rank orders to the relevant awarding body in accordance with the Ofqual guidance¹ on *Awarding qualifications in summer 2020* and in line with the awarding body instructions.

¹ <https://www.gov.uk/government/publications/awarding-qualifications-in-summer-2020>

For the reason of fairness, awarding bodies are putting these grades through a standardisation process to ensure grading standards are consistent across all centres. The rank order of candidates will not be changed but the final grades candidates receive may be different to the centre assessment grade.

Final grades

On candidate statements of results (results slips) and certificates, final grades will be reported in the same way as in previous years.

Final grades will be issued on results day(s) in August as follows:

| Date | Qualification type |
|------------|---|
| 13/08/2020 | GCE (AS, A Levels) and other Level 3 qualifications |
| 20/08/2020 | GCSE and other Level 1/2 qualifications |

Arrangements for results day(s)

You will have all had information sent to you by now via email with regards to the arrangements to results day and will need to inform Arnold Hill Academy as to whether you wish to collect your results or have them emailed after 8am on the day by Monday 13th July 2020.

Concerns about your results

At results time, Ofqual will be providing information for students that sets out how their grades were calculated this year and the options available if they believe their result was not properly produced, including access to appeal. The *National Careers Service Exam Results Helpline*² offers advice each year for students who have not received the results they had hoped for. Ofqual will also make a helpline available to students and their parents or carers to talk about the appeals process and any other questions they may have about their results this summer.

² <https://www.gov.uk/careers-helpline-for-teenagers>

Awarding bodies will also likely provide information for students about results. Arnold Hill Academy will signpost you to any relevant information at results time.

If you wish to receive more information about a grade you have been awarded, you can ask Mrs Roberts, Systems Manager to:

- check whether an error was made when submitting your centre assessment grade and rank order to the awarding body
- Request a copy of your centre assessed grade for a subject

- raise a complaint with **Sally Tooms, Exams Officer** if you feel you have evidence of bias or that you were discriminated against; you could also pass such evidence on to the awarding body who could investigate for potential malpractice
- seek any information the awarding body holds in relation to how your final grade was calculated
- provide information about the opportunity to take an exam in the autumn series or in summer 2021

Arrangements for appeals

The arrangements for awarding qualifications in summer 2020 state:

Candidates can appeal their grades through their centre if they feel the process this summer was not followed correctly in their case.

A candidate can:

- ask their centre to appeal on their behalf to an awarding body if there is evidence that leads a candidate to believe:
 - the centre made an error when submitting a centre assessment grade or rank order information
 - an awarding body made a mistake when calculating, assigning or communicating a grade
- appeal against the centre's decision
 - not to seek any information the awarding body holds that would be needed for an appeal; and/or
 - not to appeal to the awarding body

A candidate cannot:

- appeal against their centre assessment grades and position in the rank order
- appeal in respect of the process or procedure used by Arnold Hill Academy in calculating their centre assessment grades and position in the rank order
- appeal directly in any respect to the awarding body

Certificates

Certificates, when received from the awarding body, will be issued to candidates in November 2020. Students will be asked to come in and sign for their certificates and information with regards to the process will be released in the Autumn term.

Internal appeals procedure

Arnold Hill Academy will:

- inform candidates of the arrangements for appeals prior to the issue of results and the accessibility of senior members of centre staff immediately after the publication of results by
 - Information *for candidates – Results, Appeals and Certificates* notice/document) available on the school website.
- appeal to an awarding body on a candidate's behalf if it believes the centre itself made an error when submitting a centre assessment grade or rank order information or if it believes an awarding body made a mistake when calculating, assigning or communicating a grade
- ask the candidate to provide written informed consent (informed consent via candidate email is acceptable) before an appeal is submitted to the awarding body as the appeal could result in the final grade being lower than, higher than, or the same as the grade which was originally awarded
- only collect consent after the publication of results.
- where relevant, advise an affected candidate to inform any third party (such as a university or college) that an appeal has been submitted to an awarding body

Arnold Hill Academy will not:

- seek any information the awarding body holds that would be needed for an appeal if it does not believe an awarding body made a mistake when calculating, assigning or communicating a grade
- appeal to an awarding body on a candidate's behalf if it does not believe the centre itself made an error when submitting a centre assessment grade or rank order information or if it does not believe an awarding body made a mistake when calculating, assigning or communicating a grade

An internal appeal may be submitted to the centre where a candidate (or his/her parent/carer) believes there are grounds to appeal against the centre's decision:

- not to seek any information the awarding body holds that would be needed for an appeal
- not to appeal to the awarding body

An internal appeal should be submitted by: Deadlines to be confirmed following receipt of guidance from the exam board.

- Complete a 'request for the release of centre assessed grades form'. This is available from Sally tooms or the school office. Please contact Sally Tooms, Examination Officer, or the school office for a copy of the form.

All requests must be submitted to Lisa Roberts. Requests can only be accepted if made by the pupil themselves. We are unable to action any request made by a parent or carer.

Fully completed forms can be posted into school or send by email to lisa.roberts@arnoldhillacademy.co.uk. Please be aware that an email submission must be sent from the pupil's Arnold Hill school email address. Requests sent from an alternative email account will not be accepted.

Submission dates for requests of subject Centre Assessed Grades:

A Level and Level 3 Vocation qualifications- 14th – 21st August

GCSE and Level 2 vocational qualifications –21st - 28th August

On receipt of the request a list of final grade and Centre Assessed Grades will be provided for the named subjects within 5 working days.

The candidate is then able to submit a request for an internal appeal. Any request must be supported by sufficient evidence and sent to sally.tooms@arnoldhillacademy.co.uk.

Submission deadlines to be confirmed following guidance from JCQ and examination boards.

The candidate will be informed of the outcome of the internal appeal as soon as a decision has been made and in sufficient time for the centre to take any appropriate action where the internal appeal may be upheld.

If the internal appeal is upheld by the centre:

- Where applicable, the centre will request information the awarding body holds that would be needed for an appeal within the time period set by the awarding body
- Where applicable, the centre will submit an appeal on the candidate's behalf to meet the awarding body's deadline for appeals
- Information regarding fees for submitting appeal requests are to be confirmed by the examination boards and will be available upon request.

Internal appeals form

Summer 2020 awarding

FOR CENTRE USE ONLY

Date received

Reference No.

Please tick box to indicate the nature of your appeal and complete all white boxes on the form below

- Appeal against the centre's decision not to seek any information the awarding body holds that would be needed for an appeal
- Appeal against the centre's decision not to appeal to the awarding body

| | | | |
|---|--|-------------------------------|--|
| Name of appellant | | Awarding body | |
| Candidate name if different to appellant | | Qualification type Subject | |

Please state the grounds for your appeal below:

If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed

Appellant signature:

Date of signature:

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